

Job Opportunity: HOUSING SPECIALIST

ERIE COUNTY ENVIRONMENT AND PLANNING

****PROVISIONAL APPOINTMENT – AWAITING EXAM****

TITLE OF POSITION: HOUSING SPECIALIST

LOCATION: 95 Franklin Street, Buffalo, NY

SALARY: \$39,416 – \$51,946

Typical work activities:

Prepares the Housing Assistance Plan and tables of the County's Housing and Committee Development Application; Renders technical assistance to municipalities upon request regarding such issues as a revolving rehabilitation fund, federally-assisted housing, provides assistance through seminars and on individual municipal basis; As assigned, attends meetings, especially those conducted by municipalities, to make presentations and make recommendations, regarding housing programs incurred in the Housing and Community Development and regarding such housing-related projects for which municipalities may request County technical assistance; Assists senior staff members in the conceptualization of an information data system. through which to inform participant municipalities regarding housing programs; Will collect, analyze, organize and distribute such information; Carries out such field work as may be necessary to gather primary data (i.e. surveys, windshield surveys, etc.), and to provide technical counsel; Assists the Director in maintaining working liaison with housing and housing-related agencies; Assists the Division of Planning as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Urban Studies, Political Science, Sociology, Public Administration, Planning, Economics, Geography, Social Science, Architecture, Landscape Architecture or Environmental Design and three (3) years of experience in a public or semi-public agency or consulting firm relating specifically to housing.

NOTE : Up to one (1) year of post-graduate work in Urban Studies, Planning, Geography, Sociology, Environment Design, Architecture, Landscape Architecture, Political Science, Public Administration or Economics may be substituted for an equivalent amount of the required experience.

This notice will be posted for the period **September 1, 2015** through and including **September 19, 2015.**

If interested and meet the above qualifications, please forward resume to;
Thomas Dearing, Commissioner of Environment Planning
95 Franklin Street, Room 1062, Buffalo New York 14202